



Choice Training 9-4: 3rd Friday and 2nd Friday Count Report

1. 9-4 3rd Friday and 2nd Friday Count Reports

1.1 Training 9-4:



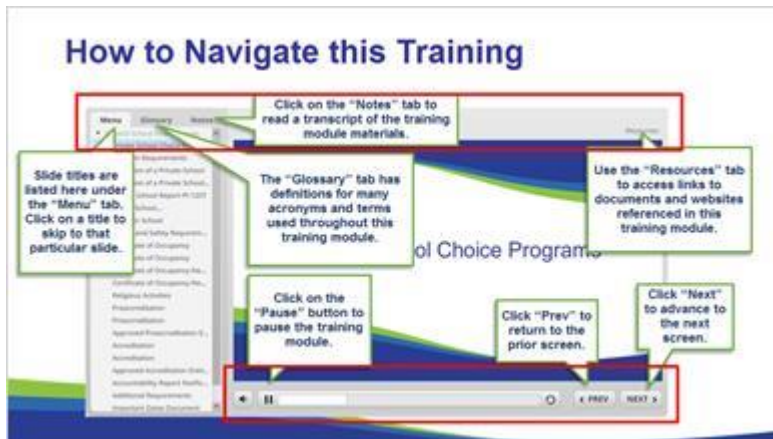
Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the 3rd Friday in September and 2nd Friday in January Count Reports.



9-4.2 How to Navigate this Training Module



Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

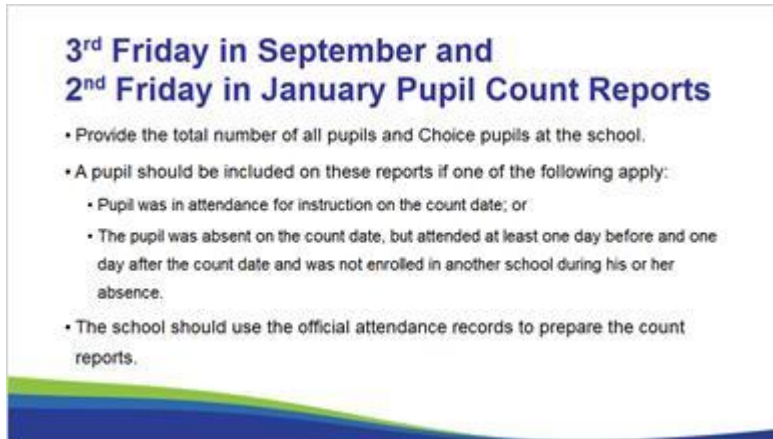
Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

9-4.3 3rd Friday in September and



**3rd Friday in September and
2nd Friday in January Pupil Count Reports**

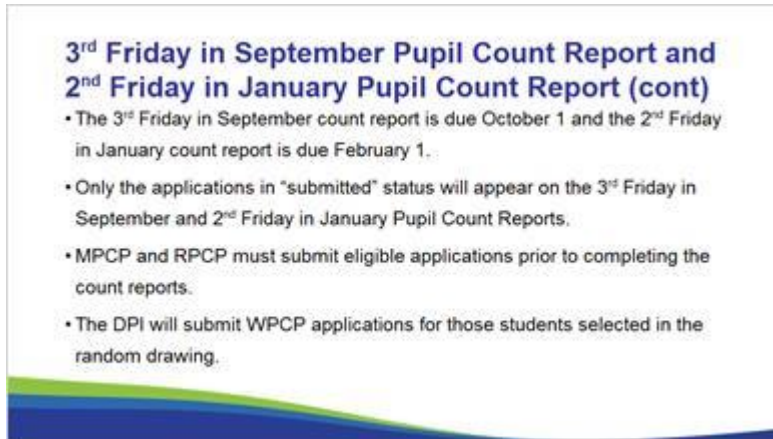
- Provide the total number of all pupils and Choice pupils at the school.
- A pupil should be included on these reports if one of the following apply:
 - Pupil was in attendance for instruction on the count date; or
 - The pupil was absent on the count date, but attended at least one day before and one day after the count date and was not enrolled in another school during his or her absence.
- The school should use the official attendance records to prepare the count reports.

Notes:

The 3rd Friday in September and 2nd Friday in January Count Reports must identify the Choice pupils with an eligible application that meet the attendance requirements. The reports also include the total number of pupils at the school. The pupils must either be in attendance on the count date or be in attendance any day before **and** any day after the count date. Please note the requirement that the pupil be there any day before and any day after does not mean that the pupil must be at the school the Thursday before and the Monday after the count date. It is any day before and any day after the count date. If the pupil is meeting the day before and day after requirement, the pupil may not have been enrolled at another school during the period of absence. This means the pupil may not be enrolled at another private or public school in or outside of Wisconsin. The pupil must also not have been homeschooled during the period of absence.

The school must use the official attendance records to prepare the report. The official attendance records are a listing of all students, by grade level, who were in attendance at the school on the count date or before and after the count date. Choice pupils must be identified on these records. The official attendance records must come from the school's Student Information System, or SIS. For more information on the SIS please see training 2-1.

9-4.4 3rd Friday in September Pupil Count Report and



**3rd Friday in September Pupil Count Report and
2nd Friday in January Pupil Count Report (cont)**

- The 3rd Friday in September count report is due October 1 and the 2nd Friday in January count report is due February 1.
- Only the applications in "submitted" status will appear on the 3rd Friday in September and 2nd Friday in January Pupil Count Reports.
- MPCP and RPCP must submit eligible applications prior to completing the count reports.
- The DPI will submit WPCP applications for those students selected in the random drawing.

Notes:

The 3rd Friday in September count report is due by October 1 and the 2nd Friday in January Pupil Count report is due by February 1. These reports are submitted using the Online Application System, or OAS.

Applications that have been accepted and submitted in OAS will be included on the 2nd Friday in January Pupil Count Report and 3rd Friday in September Pupil Count Report.

Schools must submit the Milwaukee Parental Choice Program (MPCP), and Racine Parental Choice Program (RPCP), applications to DPI in OAS. DPI will change the status to submitted for the students who have been chosen in the random draw for Wisconsin Parental Choice Program (WPCP) applications.

9-4.5 Accessing in OAS

Accessing in OAS

- Select the appropriate count report.
- Read through the instructions.
- Click Accept.

Notes:

In the left corner of OAS there is a menu bar. Under the “Pupil Count” section, click on the appropriate count report, which would be either September Count or January Count.

The Choice administrator will need to complete a count report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP and WPCP, your school will complete count reports for each program even if that program doesn’t have any students.

9-4.6 Navigating Through the Count Report

Private School Choice Program
2nd Friday in January
 Student Name: [REDACTED] (2020)
 School Year: 2019-2020
 Student: [REDACTED]

Check the box for all choice eligible students who attended on the report date. The grade listed for the 2nd Friday in January 2020 report is defaulted to the grade as shown on the report date. If you wish to change the grade, click on the grade dropdown menu at the bottom of the page to save your changes. The school must make all grade changes on this screen, including those for students who attended in the future and not in the other.

0 students referenced

Student ID	Student Name	Grade	Attendance	Status
101000001	Student, John A.	10	100%	Active
101000002	Student, Jane B.	10	100%	Active
101000003	Student, John C.	10	100%	Active
101000004	Student, Jane D.	10	100%	Active
101000005	Student, John E.	10	100%	Active
101000006	Student, Jane F.	10	100%	Active
101000007	Student, John G.	10	100%	Active
101000008	Student, Jane H.	10	100%	Active
101000009	Student, John I.	10	100%	Active
101000010	Student, Jane J.	10	100%	Active

Page 1 of 1

Next

Notes:


The school can navigate through the count report by using the “Next” button on the top of the screen in OAS. The school should be sure to save each page regularly and before navigating to another page so no work gets lost.

If the school has multiple pages in this report, due to the volume of students, simply click on the number buttons to move to the next page of students.

9-4.7 Grade Changes

Grade Changes

- Grades can be changed in the count report.
- The grade on the count report will default to the grade entered on the student's application or if the grade was changed in a previous count report it will reflect the revised grade.
- The grade on the count report should be the grade the student was in on the count date.




Notes:

The grades submitted on the count report need to be accurate. If the school revised a grade on a previous count report, the revised grade will be the grade that appears in the next count report for that student. If a grade was not changed, the grade on the application will appear.

Schools have the ability to update or correct a grade in the count report prior to submitting the count report.

9-4.8 Grade Changes (cont)

Grade Changes (cont)




- To change a student's grade, select the grade from the drop-down menu.
- Only the grades listed on the school's Intent to Participate form will be listed.

Notes:

To change a student's grade on the count report the school will need to choose a grade from the drop down menu. Only the grades that the school reported on the Intent to Participate will be listed on the drop down menu. If the correct grade is missing, the school will need to contact DPI.

9-4.9 Grade Changes (cont)

Grade Changes (cont)




- After changing the grade, click "save" to save your changes.
- All grade changes must be made on the initial count report screen, even if the student did not attend on the count date.

Notes:

All choice students must be updated on the “Applications” section, even if the student is not counted on this report. Remember to save changes on each page before moving on to the next page. Advancing to the next page without first clicking “Save” will cause all changes to be removed.

9-4.10 Identify Students on the Count Date

Identify Students on the Count Date



On the first page of the report, select only those students who were present ON the count date and click “Next” to proceed to the next page in the report.

Notes:

In the count report, the school must check the box for the students who were present on the count date. Save all changes prior to moving to the next page. By checking the box labeled ‘Present on Count Date’ the school is including that student on the count report. The official attendance records should be used to prepare this report and must be kept on file to verify Choice pupil attendance.

9-4.11 Identify Students Present Before & After Count Date

Identify Students Present Before & After Count Date

2nd Friday in January - Present Before and/or After

School Name: 1474 Quincy, One Great State School
 School Year: 2022 - 2023

☒ **Present Before** ☒ **Present After** ☐ **Present on Count Date**

You have indicated that these students were not present on the school count date.
 If a student was present before the count date, please indicate that below.
 If the student was present after the count date, please indicate that as well, but do not mark the box that the student was present on the count date if the student was present in another school during the or two absence days and return.

Student	Date	Present Before	Present After	Present on Count Date	Action
1474 Quincy, One Great State School	1474 Quincy, One Great State School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Save"/>
1474 Quincy, One Great State School	1474 Quincy, One Great State School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Next"/>

On the next page, for those students who were absent on the count date, indicate whether they were present a day before and a day after the count date and click "Next" to proceed.

Notes:

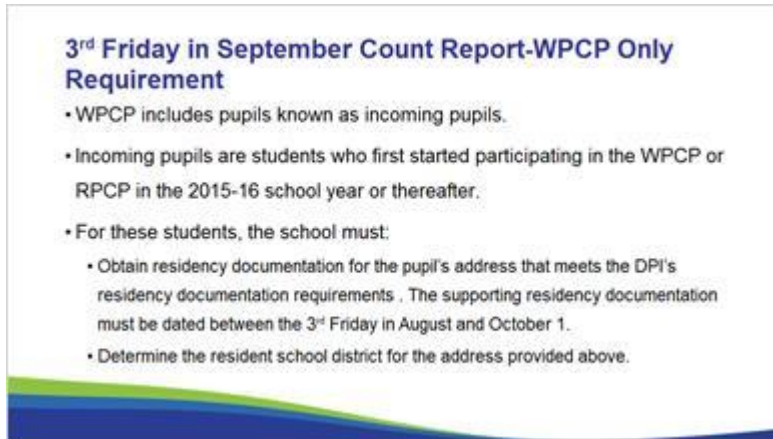
The students who were not present on the count date will appear on the Present Before and After page. Indicate a checkmark in both boxes under present before and present after to count the students who met the attendance requirements.

In order to meet the count requirements, a student must be present either on the count date, or any day before and any day after the count date. The student must not have been enrolled in another school during the period of absence. For example, if the student attended your school on Sept. 10 and didn't come back until Sept. 30, the school would need to verify that the student did not attend another school between those dates.

Using the official attendance records, the school should determine if the student was in attendance before and after the count date and check the appropriate box. The box should be checked for all students even if they only attended a day before or a day after the count date. The submitted count report to the DPI will only reflect the students who met the count requirements as Choice students.

After completing each page, click on the save button at the bottom of the page prior to clicking on the "Next" button to proceed.

9-4.12 3rd Friday in September Count Report-WPCP Only Requirement



3rd Friday in September Count Report-WPCP Only Requirement

- WPCP includes pupils known as incoming pupils.
- Incoming pupils are students who first started participating in the WPCP or RPCP in the 2015-16 school year or thereafter.
- For these students, the school must:
 - Obtain residency documentation for the pupil's address that meets the DPI's residency documentation requirements. The supporting residency documentation must be dated between the 3rd Friday in August and October 1.
 - Determine the resident school district for the address provided above.

Notes:

Schools participating in the WPCP are required to determine if WPCP incoming pupils moved as of the 3rd Friday in September. The school must review the incoming pupils and have the parents supply supporting documentation to verify residency if the address has changed. This documentation must be dated between the 3rd Friday in August and October 1 of that school year.

If the student's address has changed from when the student originally applied, the school must also determine the resident school district for the address provided.

Please see the Residency Bulletin for information on allowed residency documents and how to verify the school district. The Residency Bulletin is available on the Choice Bulletins webpage. A link to this webpage is available in the Resources link in the upper right corner of this training screen.

9-4.13 Residency Changes for WPCP Incoming Pupils

Residency Changes for WPCP Incoming Pupils

Private School Choice Programs
3rd Friday in September
 School Name: Aquinas Catholic Schools *(State has been locked)*
 School Year: 2018 - 2019

Navigation: [#Applications](#) → [#Ineligible](#) → [#Class List](#) → [#Not Counted](#) → [#Incoming Moves](#) → [#Address Changes](#) → [#Parent Returns](#) → [#Total Enrollment](#) → [#Confirmation](#)

Notes below are all the "Incoming Choice pupils", grouped by family, that have been counted on the report. An incoming Choice pupil is a student who first begins participating in a Choice program under WIS. Stat. 120.05 in the 2015-16 school year or a school year after 2015-16. If a student was counted as a Choice student on the 3rd Friday in September in 2015-16, they are not an incoming Choice pupil.

The address on the application is listed below for each family. Please confirm that the family still resides at this address as of the 3rd Friday in September.

17 incoming students retrieved

App	Student	Family	Address	Check the family still resides at this address?
497513	Smith, William	Smith, Joseph Smith, Lisa	123 Main Street Burlington, WI 53105	<input type="radio"/> Yes <input type="radio"/> No
412709	Johnson, Matthew	Johnson, Katherine	544 Center Street Waukegan, WI 53107	<input type="radio"/> Yes <input type="radio"/> No
412706	Johnson, Ryan			

Back Next

Check the yes or no for residency changes

Notes:

The WPCP incoming pupils and the address on the applications will be listed on the "Incoming Moves" section of the count report. The school will need to verify with the parent that the address is still the same. If the address did not change then click the "Yes" radio button. If the address has changed, click the "No" radio button.

9-4.14 School District Changes for WPCP Incoming Pupils

School District Changes for WPCP Incoming Pupils

Private School Choice Programs
3rd Friday in September - Class List
 School Name: Aquinas Catholic Schools *(State has been locked)*
 School Year: 2018 - 2019

Navigation: [#Applications](#) → [#Ineligible](#) → [#Class List](#) → [#Not Counted](#) → [#Incoming Moves](#) → [#Address Changes](#) → [#Parent Returns](#) → [#Total Enrollment](#) → [#Confirmation](#)

Please enter the new street address, city, and zip. Addresses must be in Wisconsin.

School District Determination: The school must determine the school district in which the new address is located. The steps to complete this verification are explained in the Residency Documentation Bulletin available at <http://doe.wisconsin.gov/private-school-choice-programs/student-applications/parenting>. Once this verification is complete, choose the appropriate school district(s).

Address Verification: You will also need to obtain, from the parent, one of the allowed residency documents dated between August 01, 2018 and October 1, 2018 that indicates the new address. This documentation must have one of the parent/guardian's names, the new address, and a date that meets the requirements. A listing of all of the allowed residency documents is available in the [Residency Documentation Bulletin](#). Once this documentation is received, select "Yes" that the address verification was received.

1 students retrieved

App	Student(s)	Parent(s)	Old Address	Old School District	New Address	New City	New Zip	School District	Address Verification Received
412709	Smith, William	Smith, Joseph Smith, Lisa	123 Main Street Burlington, WI 53105		544 Center Street Waukegan, WI 53107	Burlington	53107	Waukegan	<input type="radio"/> Yes <input type="radio"/> No

Back

Notes:



For incoming pupils with residency changes, the school will need to request supporting documentation from the parents to verify the current address. The documentation must be dated between the third Friday in August and October 1 of that school year. The new address will need to be entered on the address changes screen. Then check the appropriate radio button that the appropriate address verification has been received.

This process is extremely important due to the funding requirements of the program.

For more information on residency requirements, please see the Residency Bulletin. The Residency Bulletin is available on the Choice Bulletins webpage. A link to this webpage is available in the Resources link in the upper right corner of this training screen.

9-4.15 Class List

Class List

End Friday in January - Class List
 School Name: West Lincoln Elementary School
 School Year: 2012-2013

Attendance | Enrollment | Demographics

Return to a summary of the report, click the next button to proceed to review these list details, or click the back button to go back and correct any of the data you see here.

Student	Present	Absent	Excused	Late	Early	No Show	Sick	Other	Total	Count
Adams, Sarah										
Ali, Sarah										
Ali, Sarah										

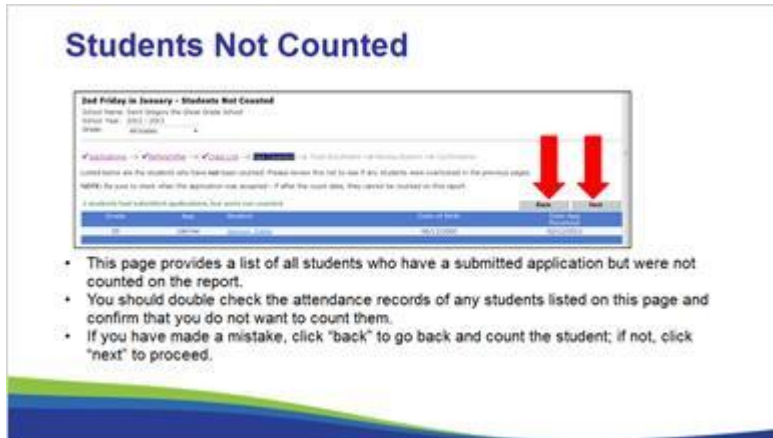
- The class list provides a summary of the students counted in your report who were present on the count day and students who were present a day before and a day after.
- Compare this list to your official attendance records and verify the information is correct. If correct, click "next".
- If you need to make changes click "back".

Notes:

Once you have identified the pupils who met the count requirements, a class list will provide a summary of the students counted in your school's count report.

Reconcile this report with the official attendance records to verify the information entered in the count report is correct. Once the report is submitted, the report will be locked.

9-4.16 Students Not Counted



- This page provides a list of all students who have a submitted application but were not counted on the report.
- You should double check the attendance records of any students listed on this page and confirm that you do not want to count them.
- If you have made a mistake, click "back" to go back and count the student; if not, click "next" to proceed.

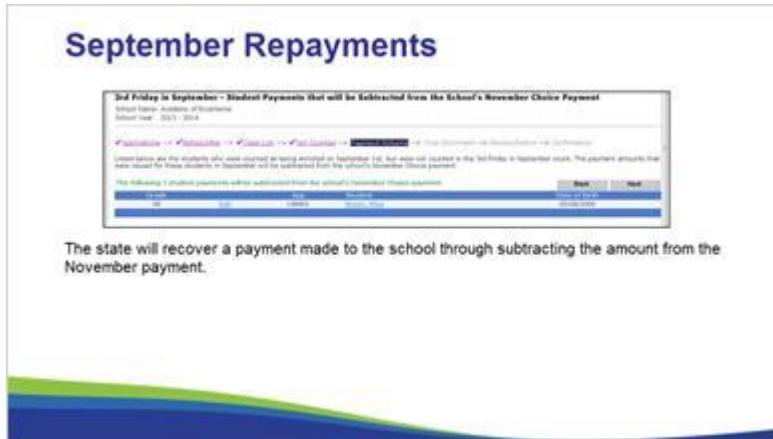
Notes:

The students not counted section shows a list of the students that did not meet the Choice count requirements.

The school should verify, with the official attendance records, that the students on this report actually did not meet the count requirements.

Using the navigation buttons, the attendance for a student can be changed if a mistake occurred. If all of the students on this list did not meet the count requirements, then click on the next button to move to the next screen.

9-4.17 September Repayments



Notes:

The September Repayments section will provide a list of students who were counted on the September 1 enrollment report and not counted on the 3rd Friday in September count date.

If the student was counted on the enrollment report but not on the 3rd Friday in September count date, then the school will have to pay back the September payment for that student. The DPI will reduce the November payment to reflect the adjustment for the student.

9-4.18 All Pupil Count



All Pupil Count

- Include ALL pupils at the school in grades K4-12, even if a particular grade is not offered to Choice students.
- If the school holds K4 for the public school district do not include the K4 pupils in the all pupil count.
- If the school has kindergarten age pupils enrolled in day care, they are not included in the all pupil count.
- If the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should generally be included in the all pupil count.

Notes:

The all pupil count must include all pupils at the school in grades K4 to 12, even if a particular grade is not offered to the Choice students. If the school provides K4 for the public school district, the K4 pupils should not be included in the all pupil count. If the school has kindergarten age students, it must determine if it considers the pupils to be enrolled in educational programming or if it considers the pupils to be in daycare. It is the school's decision how it would like to treat the program. If the pupils are considered daycare students they should not be included in the all pupil count.

Generally, if the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should be included in the all pupil count.

All Pupil Count

- Notes:**

9-4.20 All Pupil Count

All Pupil Count

Schools must indicate the all pupil count.

Notes:



The school needs to enter the all pupil count by grade and save the report.

9-4.21 Submitting the Report

Submitting the Report

After this report has the required information entered, click on Will Submit Later if there may be changes or updates that may be required prior to submitting. Remember to double-check the information BEFORE submitting the report.

Notes:

Prior to submitting the count report the school should review the class list and official attendance records to verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the “Will Submit Later” button.

Designees can assist with the preparation of the report. However, only the Choice Administrator can submit the count report.

9-4.22 Make Changes After Submission

Make Changes After Submission

3rd Friday in September - Confirmation
 School Name: Hudson High School
 School Year: 2014 - 2015

Navigation: [Home](#) → [Feedback](#) → [Contact](#) → [Feedback](#) → [Feedback](#) → [Feedback](#) → [Feedback](#) → [Feedback](#)

This entry was submitted on 2014-09-19 at 10:20 AM for item 10.
 It is now locked and cannot be changed. Please see the link below.

Please print and sign the Confirmation Page and Email (not found on the link below, and keep on file at your office for your students).

[Confirmation Page](#)
[Resubmit](#)

- Once your report is submitted, it will be locked. If you need to make changes after submission, contact DPI staff for assistance.

Notes:

After the report is submitted to the DPI, the report is locked and any changes that need to be made can only be completed by DPI staff.

Once the report is submitted, a link will be provided for the class list. This is an optional report for the school to print.

Questions

Website: <http://dpi.wi.gov/sms/choice-programs>
Email: privateschoolchoice@dpi.wi.gov
Phone: 1-888-245-2732 ext. 3

A large, stylized green question mark is positioned on the right side of the slide, next to the contact information. It is a simple, bold design with a thick stroke.

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.